

## **P2392 REMUNERATION FOR VANDALISM, BREAK-INS, AND THEFTS**

### **BOARD POLICY:**

**It shall be the responsibility of the pupil and his/her lawful custodian(s) to make financial restitution for damages resulting from malicious or willful destruction or loss of school property by that pupil as a result of irresponsible behavior.**

Administrative Implemental Procedures:

1. Reasons for the damage shall be determined by the Supervisor of Security and/or the Executive Director of Safety Services Department with the assistance of the building administrative support staff and law enforcement officials.
2. The amount of financial damage shall be assessed by the Facilities Department and reported as soon as possible to the building principal and the Supervisor of Security Services.
3. The building administrator shall initiate efforts to collect payment for the cost of damage from the individual(s) legally responsible. Persons legally responsible shall be contacted and apprised of the cost entailed. If more than one person is involved in committing an act of malicious or willful damage or destruction of school property, the cost will be prorated equally among those involved, unless clear evidence indicates differently. The building administrator and/or the Executive Director of Safety Services shall have the authority to modify the costs under unusual circumstances. Such circumstances shall be documented as to the reasons for such modification.
4. Legally responsible persons shall be given a reasonable period of time to make payment after receiving the initial notification.
5. Monies collected as restitution for the malicious or willful damage or destruction of school property shall be receipted and processed in accordance with stated business practices. The Cashier shall notify the building administrator and/or the Executive Director of Safety Services Department when such monies have been collected.
6. The Cashier shall submit a written notification to the building administrator and the Executive Director of Safety Services Department when collection or an arrangement for payment cannot be made within a 60-day period.
7. The building administrator, and/or the Executive Director of Safety Services Department based upon the recommendation of legal counsel shall complete procedures for final disposition of a delinquent case.
8. Legal action to seek restitution for the amount of damages shall be initiated upon approval by the Board of Education.

Administrative Responsibility: Safety Services Department

Latest Revision Date: April 2011

Previous Revision Date: March 1999 P2392